

RECRUIT TRAINING COMMAND INSTRUCTION 1650.11I

Subj: MASTER TRAINING SPECIALIST (MTS) CERTIFICATION PROGRAM

Ref: (a) CNETINST 5000.5B  
(b) RTCINST 1540.1  
(c) OPNAVINST 6110.1G  
(d) NAVEDTRA 135

1. Purpose. To provide policy and guidance for the Master Training Specialist (MTS) Program at Recruit Training Command (RTC). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. RTCINST 1650.11H

3. Background. The Naval Education and Training Command (NETC) established the MTS program as outlined in reference (a), to recognize the superior performance of individuals directly involved with training, who have demonstrated skills in teaching and a comprehensive knowledge of training management, administration and curriculum development.

4. Discussion. The objective is to create a cadre of qualified personnel with advanced knowledge and skills to perform critical training management functions to include: certify incoming Recruit Division Commanders (RDC's) or instructors, perform RDC or instructor evaluations, conduct in-service training and assist in formal course reviews. In addition, these individuals may act as Job Qualification Requirement (JQR) signature authorities and MTS Nomination Board members. Nominees are encouraged to achieve MTS designation at least one year before Planned Rotation Date (PRD).

5. Policy

a. MTS is a designation, not an awards program and shall not be used in lieu of an award or as an end-of-tour award. Certification as a MTS does not preclude an individual from receiving other, appropriate awards for the same service.

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b. Eligibility

(1) Officer, enlisted, and civil service personnel permanently assigned to RTC in a training billet or supporting activity are eligible to participate in the MTS program. Training billets are defined as instructors, RDCs, Automated Electronic Classroom Instructors/Supervisors, Curriculum Development and Instructional Standards personnel, Ship's Officers and Group Commanders.

(2) Selected Reservists assigned to a training billet, in a satisfactory drill status, and have completed at least two periods of reserve annual training are eligible.

(3) Other military service personnel permanently assigned to Recruit Training Command.

c. Candidate Requirements

(1) Complete one of the Navy's formal instructor training paths: Instructor Training Course (NEC 9502) or Navy Leadership Instructor Training Course (NAVLEAD Instructor, NEC 9518). Personnel filling a training billet (e.g. Ship's Officer) who are not designated NEC 9502 or 9518 must complete the Navy Instructional Theory Correspondence Course, (NAVEDTRA 834) to meet the training requirement. Other enlisted military service personnel assigned to RTC must complete Instructor Training Course (NEC 9502). Candidates must either be filling an actual training billet or actively instructing in the Basic Military Training process to be eligible for MTS designation.

(2) Per reference (a), candidates must receive fitness reports, enlisted or civil service employee performance evaluations reflecting overall professional performance, leadership and military behavior with no mark in any trait below 3.0 for the 12-month period preceding nomination.

(3) Must be certified as an instructor, as per reference (b), prior to enrolling into the MTS Program and for a minimum of 6 months prior to MTS Oral examination board.

(5) Military personnel must pass the Physical Fitness Assessment (PFA) for the two preceding cycles before board nomination with a "good low" or better. Personnel with medical waivers must have passed the last PRT taken before the medical waiver with at least a "good low". Military personnel must meet height and weight or body fat standards per reference (c) for the past two (2) PFA cycles to be eligible for the MTS Program.

(6) Candidates must complete three satisfactory instructor evaluations conducted by MTS qualified personnel. These evaluations must be within 90 days of the MTS oral board. A qualified member outside of the candidate's department must complete at least one of these evaluations. All three evaluations must contain a MTS recommendation. RTC personnel falling under paragraph 5.b.3 eligibility must obtain at least two instructor evaluations utilizing only topics currently taught by Naval Orientation.

(6) Candidates must complete two satisfactory Instructor Evaluator evaluations conducted by instructor evaluator qualified personnel as per reference (d). These evaluations must be within 90 days of the MTS oral board.

(7) Member must complete the MTS JQR Handbook. Each signature block on the handbook must be signed by an individual who is MTS certified.

(8) Member must be recommended by the command's MTS nomination board before submission of their nomination to the Commanding Officer.

(9) Candidates must satisfactorily complete their oral board at least six months before their Projected Rotation Date (PRD). Waivers for the six months requirement may be considered for extreme circumstances only (e.g. PRD adjusted).

(10) Candidates disapproved by the oral board must upgrade their knowledge and skill and schedule a second oral board at least 30 days after the original board date. The second oral board will cover all sections of the JQR. Candidates who fail their second oral board will require a third oral board on sections of the JQR as determined by the MTS nomination board members. Candidates will be notified of the sections requiring remediation upon completion of their board.

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Candidates requiring a third oral board will be required to wait 14 days from their second board date. If a candidate fails the third oral board, they will be required to re-do the complete MTS JQR. All re-boards must be satisfactorily completed no less than six months before their PRD.

6. Action

a. Eligible personnel requesting nomination, as MTS shall:

(1) Complete Instructor/RDC Instructor certification process as per reference (d).

(2) Be issued a MTS JQR Handbook from the Divisional /Ship MTS coordinator or Command MTS coordinator.

(4) Complete all JQR line items EXCEPT projects.

(5) Submit completed MTS JQR modules to Command MTS Coordinator.

(6) Pass the MTS written examination (open book).

(7) Submit Administrative Requirements to Division Officer.

(8) Submit Administrative Requirements to the Command Fitness Coordinator.

(9) Complete all JQR line item projects (303.1 through 303.8) in accordance with reference (a).

(10) Pass an oral examination administered by the command's MTS nomination board. All questions will come directly from the JQR and/or reflect the MTS written package. Candidates will be responsible to provide four MTS qualified personnel to preside on their oral board.

(11) Candidates will be required to instruct the first 10 minutes of their lesson plan, to include the utilization of Instructional Media Material (IMM).

b. Division Officer of the candidate shall verify applicant's remaining time onboard and satisfactory performance evaluation eligibility using the JQR.

c. Command Fitness Coordinator shall verify candidate's compliance with the Navy's Physical Fitness Assessment standards.

d. Command MTS Nomination Board

(1) Consists of five personnel. The MTS Program Manager or designated CIED representative will chair the board and four MTS designated personnel.

(2) The board will convene a minimum of once per month to review nominee MTS JQR packages and conduct interviews on any portion of the MTS JQR the board deems appropriate. If the board finds the nominee eligible in all respects the nomination shall be forwarded to the Commanding Officer recommending designation as a Master Training Specialist. Members not recommended for nomination will be encouraged to study "weak" areas and may resubmit their package 30 days later.

e. Command MTS Program Manager shall:

(1) Schedule and administer MTS written examinations.

(2) Schedule personnel for the MTS oral board.

(3) Serve as Chairperson of the MTS oral board.

(4) Route the MTS JQR cover sheet and MTS certificate to the Commanding Officer for signature.

(5) Schedule a presentation ceremony for the newly qualified personnel.

(6) Provide the Administrative Officer with certification for service record entry.

(7) Maintain a current list of all personnel designated as MTS.

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(8) Coordinate with Navy College Program personnel to ensure designated MTS candidates SMART transcript reflects new designation.

f. Administrative Officer will ensure the appropriate service record entry is made.

7. Certification Removal Procedures

a. The Commanding Officer may remove MTS certification for failure to maintain the qualifications prescribed by this instruction.

b. Appropriate entries will be entered in the service record.

8. Previously designated MTS personnel. Personnel assigned to the command in a 9502 or 9508 billet, that attained their MTS designation at a previous training command, must meet the instructor certification requirements before they may wear the MTS badge.

9. Review. Curriculum and Instructional Standards Department Officer will review this instruction on an annual basis, recommending changes as necessary.

//s//  
J. E. KNAPP, Jr.  
By direction

Distribution:  
RTCINST 5216.2L  
(List I, Case A)